



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
950 JEFFERSON AVENUE  
FORT EUSTIS, VIRGINIA 23604-5700

ATBO-BP

29 AUG 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Policy Letter 16, Foreign Military Personnel Award Recommendations

1. References:

- a. AR 600-8-22, Military Awards, 11 Dec 06.
- b. DoD Number 1348.33, Volume 1, Volume 2, and Volume 3, Manual of Military Decorations and Awards, 23 Nov 10.
- c. TRADOC Supplement 1 to AR 600-8-22, Military Awards, 6 Dec 99.
- d. U.S. Army Human Resources Command (USAHRC), Personnel Service Support Division, Military Awards Branch (MAB) Web site).

2. This memorandum provides policy, guidance, and information on processing award recommendations for foreign military personnel assigned or attached to TRADOC.

3. Policy.

a. In accordance with reference 1a, paragraph 1-38, CG, TRADOC is the approval authority, with no further delegation authorized, for award recommendations for foreign military personnel assigned or attached to TRADOC for the following awards:

- (1) The Meritorious Service Medal (MSM).
- (2) The Army Commendation Medal (ARCOM).
- (3) The Army Achievement Medal (AAM).

b. Higher level awards (Legion of Merit (LM) and above) require endorsement by CG, TRADOC prior to forwarding to the USAHRC, MAB for processing and final decision by the Secretary of the Army and Secretary of Defense.

c. Award recommendations must be submitted on DA Form 638, Recommendation for Award, Apr 06 or later version. All other versions will be returned without action.

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d. Lead time for submission of award recommendations of MSM and below on foreign military personnel to the TRADOC Military Awards Section is 150 days prior to the desired presentation date. Submission of LM award recommendations requires 180 days prior to desired presentation date.

e. Foreign military personnel award recommendations must include a biography that provides full name, rank, complete date and place of birth, current résumé, previous U.S. decorations, and statements of concurrence obtained from both the U.S. Ambassador and U.S. Defense Attaché (USDAO) from the proposed awardee's parent country, the Defense Intelligence Agency (DIA), and the U.S. Army Central Personnel Security Clearance Facility (CCF).

f. Concurrences from the U.S. Ambassador and USDAO from the proposed awardee's parent country, the DIA, and the CCF are required before the award recommendation can be forwarded to the TRADOC CG for decision.

#### 4. Key Points.

a. Reference 1b, Volume 3, provides policy, guidance, and approval authority.

b. Reference 1a, paragraph 1-38, expands the criteria and provides detailed policy and guidance for submission of award recommendations for foreign military personnel.

c. Do not inform foreign military personnel that they have been recommended for an award.

d. A proposed presentation date is required on the DA Form 638. However, do not schedule ceremonies or initiate invitations prior to award approval.

e. Ensure all required documentation and concurrences are included with award recommendation before forwarding through command channels to HQ TRADOC for further processing and final decision by TRADOC CG.

f. A nonconcurrence from any of the agencies (USDAO, DIA, or CCF) constitutes a disapproval of the proposed award.

g. If an award is not approved prior to the proposed presentation date, the recommender should consider an alternative means of recognition such as a certificate of achievement, plaque, etc.

#### 5. Responsibilities.

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a. The office/recommender initiating and/or submitting the award recommendation is responsible for obtaining concurrences from both the U.S. Ambassador and the USDAO from the proposed awardee's parent country, the DIA, the CCF, and ensuring additional information required, as stated in paragraph 3e above, is included prior to submitting the award recommendation to the TRADOC Military Awards Section. USDAO concurrence must come from the American Embassy and the USDAO in the proposed awardee's parent country.

b. Upon receipt of a foreign military personnel award recommendation, the TRADOC Military Awards Section is responsible for ensuring all required documentation is included.

6. This policy is effective until superseded or rescinded.



ROBERT W. CONE  
General, U.S. Army  
Commanding

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